

**INDEPENDENT SCHOOL DISTRICT NO. 111  
WATERTOWN-MAYER PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICY**

**304 SUPERINTENDENT CONTRACT, DUTIES AND EVALUATION**

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**I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description and the use of an approved instrument to evaluate performance.

**II. GENERAL STATEMENT OF POLICY**

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

***Adopted/Revised/Reviewed:***

Revised: March 17, 2003  
Reviewed: May 23, 2011  
Reviewed: June 26, 2017  
Reviewed: June 22, 2020

***Legal References:***

Minn. Stat. § 123B.143 (Superintendent)

***Cross References:***

MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)